

0210.06 Conduct on State Property  
Issued January 1, 1994

SUBJECT: Conduct on State property.

APPLICATION: Executive Branch Departments and Sub-units, employees and visitors.

PURPOSE: To standardize appropriate conduct on State property.

CONTACT AGENCY: Department of Technology, Management and Budget (DTMB) – Tenant Services Division (TSD)

TELEPHONE: 517/373-6227 Customer Service Center

FAX: 517/241-3143

SUMMARY: The following are the promulgated rules concerning this subject.

APPLICABLE FORMS: None.

PROCEDURES:

CONDUCT ON STATE PROPERTY

Filed with the Secretary of State on May 25, 1982. These rules take effect 15 days after filing with the Secretary of State.

(By authority conferred on the director of the department of management and budget by Section 4 of Act No. 51 of the Public Acts of the First Extra Session of 1948, as amended, and Section 1 of Act No. 80 of the Public Acts of 1905, as amended, being 19.141 and 18.4 Michigan Compiled Laws.)

R 18.201 to R 18.206 of the Michigan Administrative Code, appearing on pages 44 and 45 of the 1979 Michigan Administrative Code are amended, and R 18.207 and R 18-208 are added, to read as follows:

**R 18.201. Definitions**

**Rule 1.** As used in these rules:

- (a) "Department" means the Department of Technology, Management and Budget.
- (b) "State Buildings" and "State grounds" means buildings and lands dedicated and appropriate to the public use over which the department has jurisdiction or control, including buildings or parts of buildings and other real estate occupied by the State as lessee.
- (c) "State security unit" means regular State police officers, State police civilian guards, and other civilian guards employed by the department.

**R 18.202. Access to buildings.**

**Rule 2.**

- (1) State employees are not permitted in State buildings at any time other than their normal working hours, unless written approval by the department director or designee has been submitted to the facility manager or State security unit. Proper identification of employees may be demanded by any member of the State security unit, and employees may be required to sign a registration sheet.
- (2) Except for the capitol building and other buildings which are posted otherwise, visiting hours for the public in State buildings are from 8 a.m. to 5 p.m. daily except Saturdays, Sundays, and holidays, unless prior written consent has been obtained from the department. Visiting hours in the capitol building shall be from 7:30 a.m. to 5:30 p.m., except Saturdays, Sundays, and holidays, unless the legislature or either house is in session, in which case the building is closed 60 minutes after final recess or adjournment. When determined by the department, visitors shall be required to sign a registration sheet.
- (3) The department may lock entrances to any building at any time and may require that such entrances may be used from within only as a means to egress in case of emergency. A person shall not enter or attempt to enter a State building through an entrance which is closed pursuant to this rule.

**R 18-203. Removal of property prohibited; exception; security inspection permitted.**

**Rule 3.**

- (1) A person shall not remove State property from State buildings or grounds, except as permitted in the normal course of business, unless the removal has been previously authorized in writing by the department director, his or her designee, or, in the case of the legislature, by the speaker of the house or the president of the senate or their designees to whom the property has been assigned.
- (2) A State security unit may inspect briefcases, packages, or other items being transported into or out of State buildings, grounds, or parking facilities.

**R 18-204. Obstruction of State grounds prohibited; solicitations and sales prohibited; exception; certain activities prohibited; exception; picketing; signs and placards prohibited; approval of amplification devices required; responsibility for damage.**

**Rule 4.**

- (1) A person or organization shall not occupy a corridor, sidewalk, areaway, driveway, or room in a State building or on State grounds in such manner as to hamper or obstruct the proper use of movement of personnel or vehicles or the proper conduct of State government.

- (2) A person or organization is not permitted in State buildings or State grounds for the purpose of solicitation of funds or the sale of any article, except that charitable organizations may solicit funds if written authorization is obtained and if such conduct is confined to the entrances and lobby areas of State buildings. A person or organization authorized by the State administrative board to solicit funds by payroll deduction is permitted in State buildings or on State grounds.
- (3) A person or organization is not permitted in State buildings or on State grounds for the purpose of demonstrating, organizing activities, soliciting membership, or distributing literature, except that such persons or organizations may conduct such activity which is confined to the entrances and lobby areas and other non-work areas if written authorization is obtained and if the activities do not interfere with public safety or unreasonably interfere with the operation of use of the building or State grounds.
- (4) Written authorization as used in subrules (2) and (3) of this rule shall be granted unless, under all the circumstances, including the existence of previously approved activities under subrules (2) and (3) of this rule, it is determined that the approval would result in interference with the public safety or unreasonable interference with the operations or use of State buildings or State grounds.
- (5) Picketing shall be conducted only at entrances to employer-owned or occupied premises in a manner which does not impede or interfere with the public's use of public property and only on portions of public property where such picketing does not interfere with normal operations or access.
- (6) The following conduct is prohibited in a State building or on State grounds:
  - (a) For the purpose of public safety a sign or placard is not allowed in a State building.
  - (b) Voice amplification devices shall not be brought into State buildings unless approved by the facility manager.
  - (c) Stepping or climbing upon State property which is not designed or intended for the purpose.
  - (d) Unauthorized removal of State property.
  - (e) Damaging, in any manner, State property, including the buildings and grounds of the State.
- (7) An organization is responsible for damages to State buildings, property, and people caused by the organization, its officers, employees, or other people caused to be at the event by the organization.

**R 18-205. Animals prohibited in State buildings; exceptions; approval of vehicles on State grounds required; approval required for erection of tent, monument, or sign; camping prohibited.**

**Rule 5.**

- (1) Except as may be required in the course of State business, animals are not permitted in State buildings. The owner or person having an animal under his or her control shall be responsible. Guide dogs may be used when necessary to assist handicapped persons in State buildings.
- (2) Vehicles are not permitted on State grounds without prior approval of the department, except in areas designated for vehicular use.
- (3) A person or organization shall not erect a tent, monument, sign, or similar device on State grounds without prior approval of the department. A person shall not camp on State grounds.

**R 18.206. Hunting, trapping, fishing, or swimming on State grounds prohibited.**

**Rule 6.** A person is not allowed to hunt, trap, fish, or swim on State grounds under the jurisdiction of the department.

**R 18.207. Displays on State grounds.**

**Rule 7.**

- (1) Space may be made available on State grounds to organize community groups for displays which commemorate religious, national, and traditional holidays.
- (2) All groups requesting space on the State grounds for display purposes shall do so by writing to the department, property management division. Such written requests shall normally be submitted 30 days prior to the display request date.
- (3) There shall be equal access to all groups regardless of sex, religion, or national origin.
- (4) A display shall not be more than 6 feet in height, 4 feet in width, or 10 feet in length, unless approved by the department, and shall be on display for not longer than 14 calendar days.
- (5) A disclaimer plaque will be placed at the site of the display which indicates that the display is not owned or maintained by the State of Michigan and that other groups wishing to erect displays shall obtain written approval from the department.
- (6) If a request is denied, the appeal shall be submitted to the director of the department within 5 calendar days of the denial. The appeal shall include all of the following information:

- (a) Name and address of the community group.
  - (b) A concise statement of the reason the appeal should be granted.
  - (c) Relief requested.
- (7) The director or his or her designee shall, within 10 calendar days after the receipt of the appeal, issue a written decision affirming, reversing, or modifying the denial.

**R 18.208. Enforcement**

**Rule 8.**

- (1) A person who openly and willfully refuses to conform to these rules, in addition to criminal penalties provided by law, is subject to immediate removal from a State building or State grounds, or both, by the State security unit, the facility manager, or any other person designated by the facility manager.
- (2) Nothing contained in these rules shall be construed as limiting prosecution under an existing or future penal law.

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# EVENT APPLICATION

**DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET FACILITIES and PROPERTIES**

**APPLICATIONS MUST BE RECEIVED 14 DAYS PRIOR TO THE EVENT**  
 Applications can be faxed to (517) 241-5639 to the attention of the Events Coordinator, or mailed to:  
 Events Coordinator, DTMB Facilities Administration, J.O.C., 615 W. Allegan Street, Lansing, Michigan 48933

Event Name		
Event Date	Event Time From _____ To _____	
Organization Name and Address		Website
Event Contact Name (printed)		
Contact Address		
Contact Telephone No.	Fax No.	Email
Nature/Purpose of Event		
Area Requested (Facility, Conference Room, Parking Lot, etc.)		
Number of Attendees (including event staff)		Parking Requirements (No. of spaces)
Equipment you will be providing (tents, portable bathrooms, etc.)		
Backup Contact Name (printed)		
Address		
Telephone No.		Fax No.

*I have read and understand Administrative Rule 0210.06 Conduct on State Property,  
 the general guidelines and provisions, and agree to abide by them.*

Event Contact Name (signed)	Date
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**For Department of Technology, Management & Budget Use Only**

Events Coordinator Notes:				
Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Signature, Security & Emergency Management Administrator
Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Signature, Building Operations Director

Distribution: DTMB Executive Office, DTMB Communications Director, DTMB Facilities Administration Director